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16 September 1965

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training
16 September 1965

1. **National Interdepartmental Seminar**

The 21st Session of the National Interdepartmental Seminar

(13 September – 8 October) has its lowest registration -- forty --

since its activation in 1962. The registration is:

State	- 8,	quota 16
DOD	- 10,	quota 13
AID	- 11,	quota 15
USIA	- 6,	quota 12
CIA	- 5,	quota 8

The State registration includes three Ambassadors (Smythe-Damascus;

Strong-Baghdad; Thurston-Somali) and two Deputy Chiefs of Mission

(O'Sullivan-Tunis; Thacher-Tehran). The CIA participants include one

25X1

25X1 2.

The next running of the ☐ is scheduled for 4 October. 25X1

As of 13 September, however, only one employee had been enrolled.

This has been discussed with ☐ to determine whether we 25X1

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NO CHANGE IN CLASS. ☐
☐ DECLASSIFIED
CLASS. CHANGED TO: TS S Ⓒ *2012*
GROUP 1
Excluded from automatic NEXT REVIEW DATE: _____
downgrading and
declassification AUTH: HR 70-3
01899.5

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should delay the course until sufficient employees are enrolled to

25X1

make it worthwhile. [   ] advised that a DDP Notice regarding

the course was circulated on 13 September and requested that we wait

until 22 September before seeking a final decision. If by this time

there is not enough of a student body, [   ] plans to approach

25X1

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[   ] for further guidance. Attendance in the three

earlier runnings of this course was as follows:

#1 - 14 completed
#2 - 14 enrolled; 11 completed
#3 - 16 enrolled; 15 completed

3. **Defense Intelligence Agency - Project HELPFUL.**

25X1

[   ] C/Training Group, DIA, SA-6, informed us on

15 September that it will be about a week and a half or two weeks before

he will be able to establish firm dates for Project HELPFUL.

4. **Registrar**

Management Science. On 8 September, [   ] OTR,

25X1

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[   ], C/OCS/DDS&T, and [   ] of OCS

discussed plans for Agency training in automatic data processing.

They agreed that the bulk of ADP training will have to continue to be

taken at external facilities, but that an internal (Agency) familiarization

course is necessary, a familiarization course primarily for the manager

or user of computerized information. They also agreed to set up

categories of assignments in which ADP training is required, determine

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the scope of training required of each assignment, and identify the

courses or programs best suited to meet the needs of assignments.

The Registrar has scheduled similar discussions on ADP with

25X1

[   ], SA/DDS, and with [   ]/DDP. Meanwhile   25X1

the Information Specialist in the Registrar's Office is compiling a

notebook which contains not only information on opportunities for

ADP training but also substantive writings on the subject.

5. Language Training School

French Proficiency Testing. On 8 September two panels began

testing DDP employees who claim proficiency in French. Tests

are scheduled through 15 September.

6. School of International Communism

Assistance to Mr. Kirkpatrick. [   ] C/SIC, met with   25X1

Mr. Kirkpatrick on 20 August to discuss the course on Communist

Operations which the latter proposes to offer at Brown University.

While Mr. Kirkpatrick could not be definitive about the specifics

25X1

of the program, and will not be until he can discuss his proposals

with Brown officials, [   ] believes that SIC will be able to

provide him with significant assistance. The subjects which Mr.

Kirkpatrick has in mind are ones which are not normally covered

in book form, but which appear in scholarly or other journals,

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newspapers, etc. Since the SIC attempts to follow all publications

in the Communist field in depth, items of interest will be called

to his attention as they turn up. Mr. Kirkpatrick plans to notify

us of his needs after he has settled into his new program. The

Communist course will not be offered until the Spring, '66,

semester.

7. **Intelligence School**

Supervision Course. Course No. 89 began on 13 September with

24 student enrollees: 12 -- DDI; 7 -- DDS; 2 -- DDP; 2 -- DCI; and

1 -- DDS&T.

Management. Thirty-five employees have already been enrolled

in the Management Course which begins on 27 September at the [   ]   25X1

25X1   [   ]. Directorate representation is as follows: DCI -- 3,

DDI -- 9, DDP -- 9, DDS -- 9, DDS&T -- 5.

Naval Justice School, Newport, R. I. [   ] interrupted his   25X1

New England vacation to lecture a group of 119 Naval Reserve Officers,

mostly lawyers at the Naval Justice School, Newport, R. I. on 31

August. Larry reports that the group was one of the most responsive

and enthusiastic he has ever met. Captain Paul McEntire, Deputy

Commandant of the School had been a classmate of Admiral Rayborn

at the Naval War College, and had nothing but the highest praise for

the Director.

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8. [ ]

Training for SOD. Proposed schedules for both Operations and

25X1

[ ] trainees were forwarded

to C/OS/TR on 7 September. Preparations are underway by the

Operations School in anticipation of at least twenty of the trainees

25X1

to commence training at [ ] on 1 November.

Plant Improvements. Modifications to the warehouse are 99%

complete. Resurfacing of roads and driveways is 30% complete; and

25X1

[ ]

Supplies. All supplies and equipment under the control of the

Supply Branch which were obviously excess to the needs of the Station,

or beyond economical repair, have been disposed of. Stocks are

presently being refined and, based upon consumption rate and known

future requirements, levels will be readjusted accordingly.

25X1

[ ]

MATTHEW BAIRD
Director of Training

Attachment – OTR Attendance

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OTR (Internal) Attendance for Week of:

7 - 10 September 1965

Category	FT	PT	Tut	Total
Operations	129	---	---	129
Intelligence	46	---	---	46
Communication	---	9	---	9
Management	---	---	---	---
Clerical	26	67	---	93
Communism	33	---	---	33
Language	28	40	---	68
VLTP	---	---	---	---
Tutorial	---	---	25	25
TOTAL	262	116	25	403

OTR (External Training)

Week of 7-10 September 1965 -- 75 Agency employees in
55 external courses or
programs